

Module 5

Chapter 4

Adverse Actions and Reprimands

Chapter Overview

Introduction The purpose of this chapter is to provide the process to document adverse actions.

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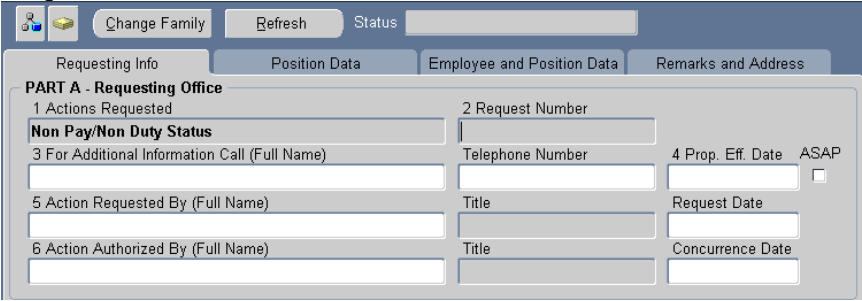
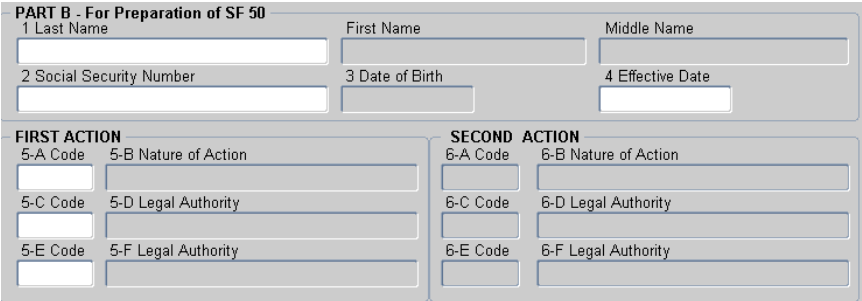
Preparing a RPA for Adverse Actions

Purpose

The following information provides you with the steps in preparing a RPA for an Adverse Action.

Accessing the Request for Personnel Action

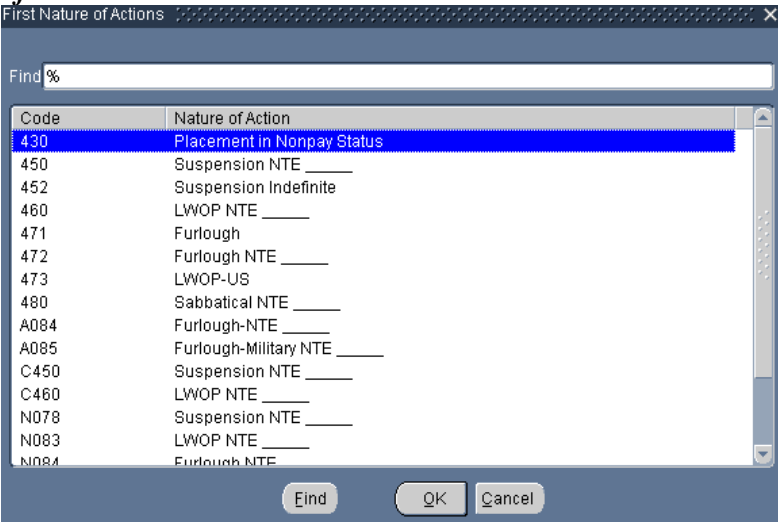
Navigation Path → *Request for Personnel Action* → *Non Pay/Non Duty Status* → **<Open>**. The *Non Pay/Non Duty Status* Adverse Action is used for illustration purposes.

| Step | Action |
|------|---|
| 1 | <p>The Requesting Info tab of the RPA opens the Actions Requested data field populated. Complete the remaining data fields of the RPA following the instructions in Module 3, Processing Personnel Actions Using the Modern DCPDS, Chapter 1, Processing a Request for Personnel Action.</p>  |
| 2 | <p>Complete Part B by typing the employee's name and press [Enter] to automatically populate the data field or use the LOV to select the employee. The remaining employee data fields populate.</p> <p>Note: The HR Office completes the Effective Date data field.</p>  |

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Preparing a RPA for Adverse Actions, Continued

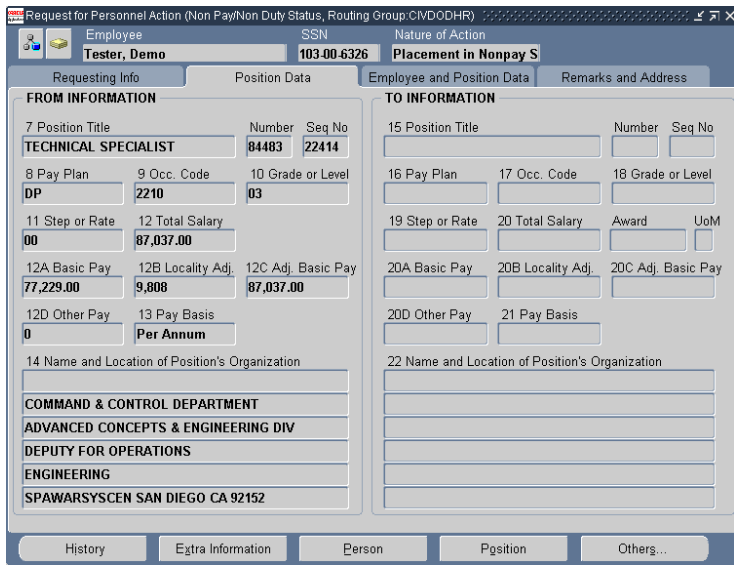
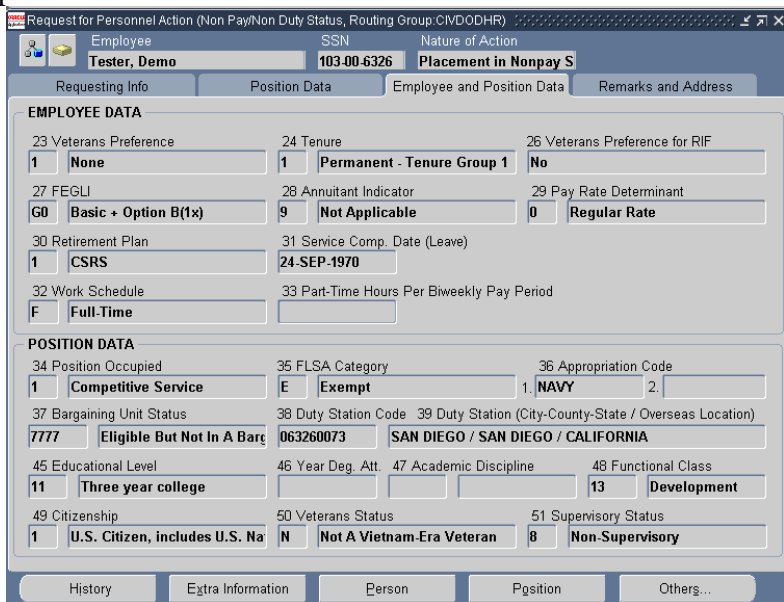
Accessing the Request for Personnel Action (continued)

| Step | Action |
|------|--|
| 3 | <p>Type in the Nature of Action Code. <i>Or</i> Click the LOV to display a listing of NOACs in the First Nature of Actions window. Select the correct code and click the <OK> button to populate the 5-A Code and Nature of Action data fields.</p>  |
| 4 | <p>Type in the Legal Authority Code that you need for an Adverse Action. <i>Or</i> Click the LOV icon to display the appropriate authority code. Select the appropriate code and click the <OK> button to populate the data field.</p> <p>Note: The authority codes in the LOV reflect those that are applicable to the family of the NOA selected in the Nature of Action data field.</p> <p>[Tab] to the next data field and continue this process until you have completed all the Legal Authority Code data fields that are needed to be complete.</p> |
| 5 | Click <Position Data> tab at the top of the RPA window |

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Preparing a RPA for Adverse Actions, Continued

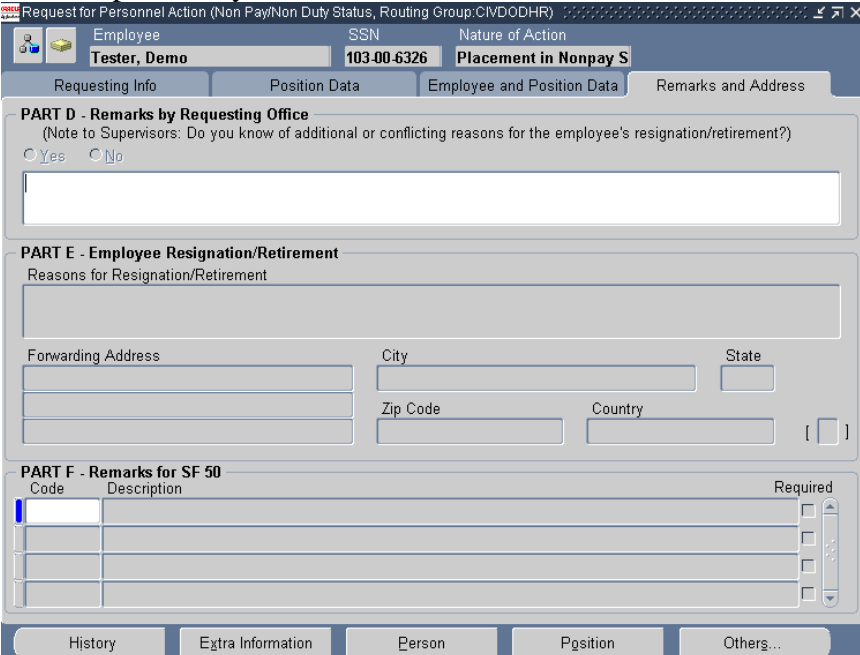
Accessing the Request for Personnel Action (continued)

| Step | Action |
|------|---|
| 6 | <p>The Position Data window is automatically populated with the correct information for the Adverse Action.</p>  <p>Click <Employee and Position Data> tab at the top of the RPA window.</p> |
| 7 | <p>The Employee and Position Data window is automatically populated with the correct information for the Adverse Action.</p>  <p>Click <Remarks and Address> tab at the top of the RPA</p> |

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Preparing a RPA for Adverse Actions, Continued

Accessing the Request for Personnel Action (continued)

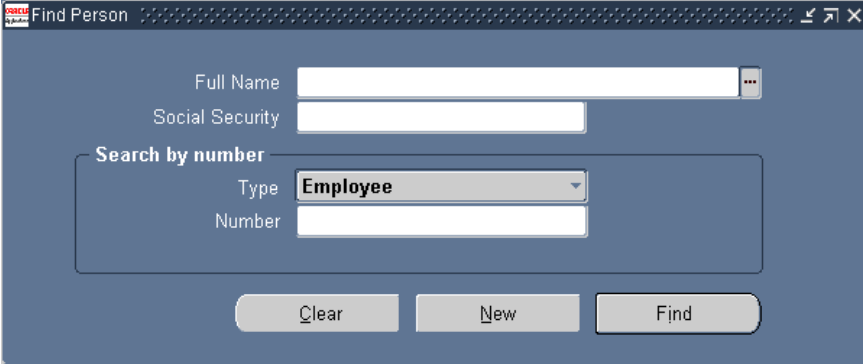
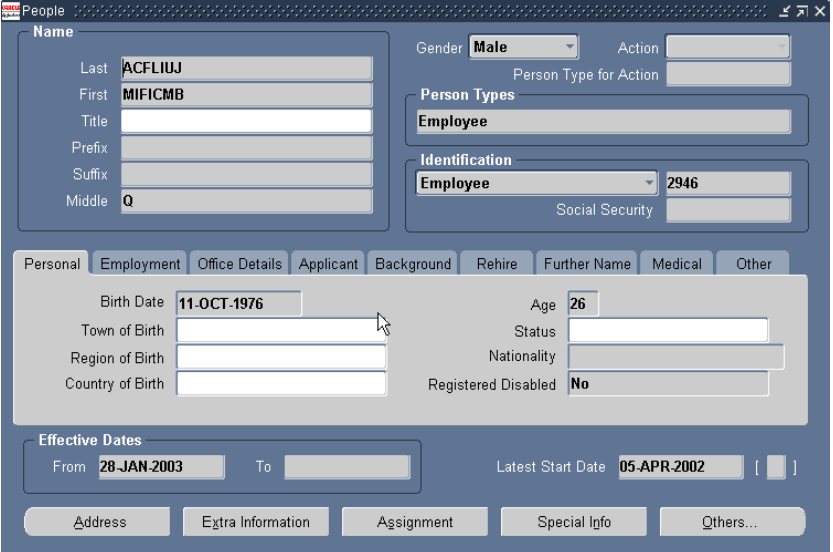
| Step | Action |
|------|---|
| 8 | <p>The Remarks and Address window is automatically populated with the correct information for the Adverse Action if there were remarks previously made.</p>  <p>Note: You can use the LOV for a listing of additional remarks to select for <i>Part F – Remarks for SF 50</i>.</p> |
| 9 | Click Save icon A Decision window appears asking if you wish to route the request Click the <Yes> button |
| 10 | The Routing window opens. Select Update HR then click the <OK> button. Your adverse action is now processed and a part of the employee record. Any of the options on the Routing window can also be selected. Selection will be based on Component business rules. |

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Documenting Adverse Actions

Entering Adverse Action Data

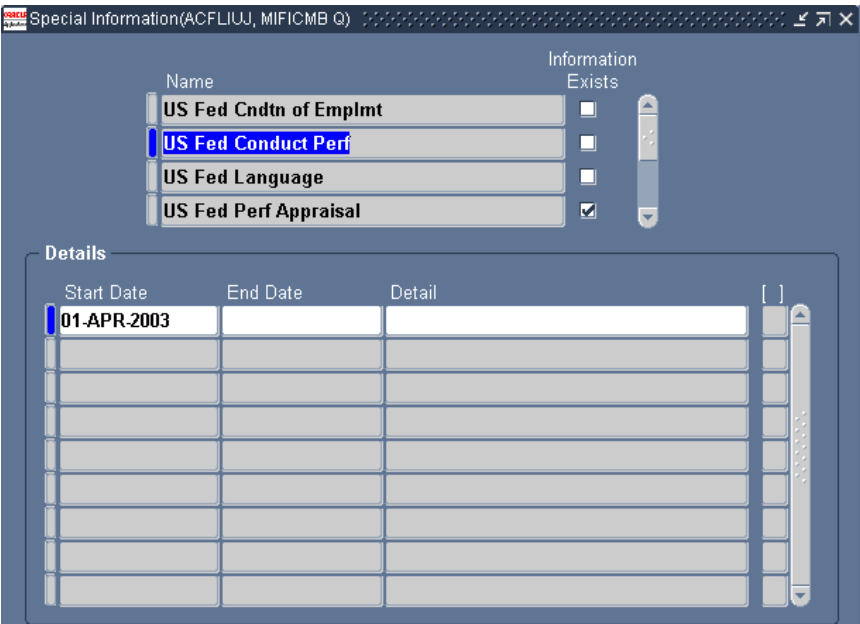
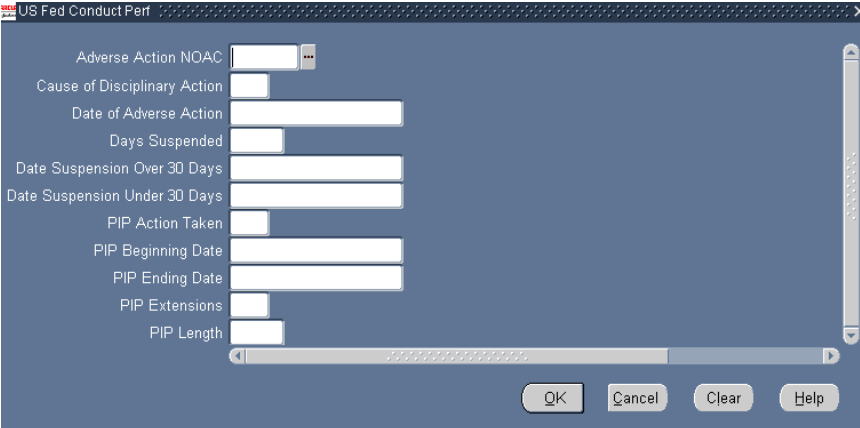
Use the following steps to input adverse action data into an employee's personnel record in the modern DCPDS.

| Step | Action |
|------|---|
| 1 | <p>Navigation Path → <i>People</i> → <i>Enter and Maintain</i> → <Open>. The Find Person window opens. Type in the employee's name and click the <Find> button</p>  |
| 2 | <p>The People window populates with the employee's data. Click the <Special Info> button.</p>  |

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Documenting Adverse Actions, Continued

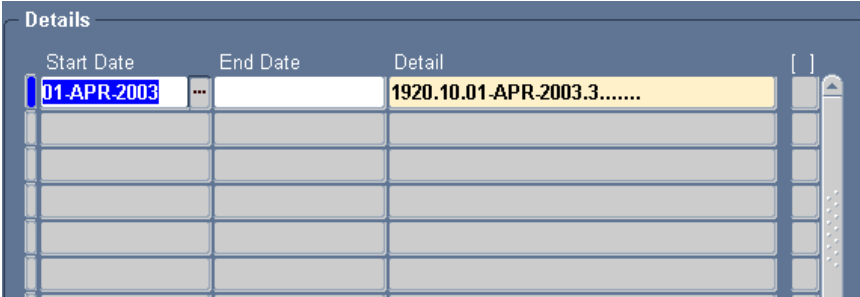
Entering Adverse Action Data (continued)

| Step | Action |
|------|---|
| 3 | <p>Use the left scroll bar to locate <i>US Fed Conduct Perf</i>. Click in the <i>Details</i> data field to display window.</p>  |
| 4 | <p>The US Fed Conduct Perf window opens. Complete each data field with the required information using the LOV in the window or type in the information.</p>  |

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Documenting Adverse Actions, Continued


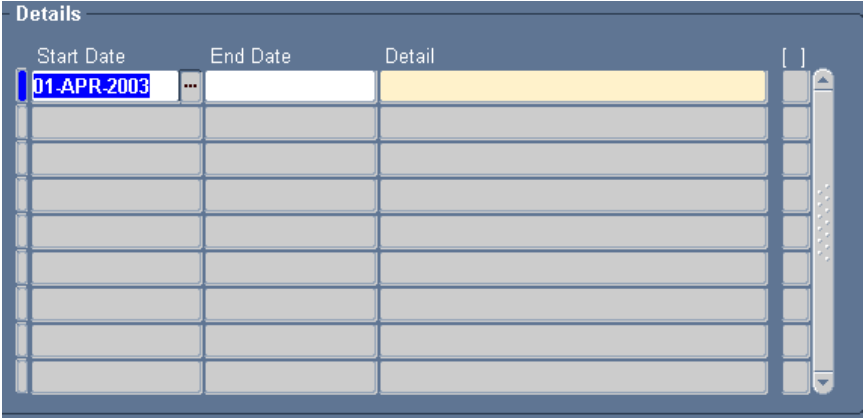
Entering Adverse Action Data (continued)

| Step | Action |
|------|---|
| 5 | <p>After you complete the data fields in the US Fed Conduct Perf window, click the <OK> button. The data populates the <i>Details</i> data field.</p>  <p>The screenshot shows a window titled 'Details' containing a table. The table has three columns: 'Start Date', 'End Date', and 'Detail'. The first row is populated with the values '01-APR-2003', '1920.10.01-APR-2003.3.....'. There are four empty rows below the first one. The window has a blue header bar and a scroll bar on the right.</p> |
| 6 | Click the <i>Save</i> icon and close the window. |

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Documenting Reprimands

Entering a Reprimand

| Step | Action |
|------|---|
| 1 | <p>Follow steps 1 – 4 used in Documenting Adverse Actions section to document a Reprimand.</p> <p> Note: Only the first three fields on the US Fed Conduct Perf window are required. A reprimand is not an Adverse Action.</p> |
| 2 | <p>In the Adverse Action NOAC data field, click the LOV icon to select the appropriate code. (Example: 920-Reprimand).</p> <p>For the Cause of Disciplinary Action data field, type in the appropriate action or select from the LOV. (Example 81 = Misuse of Telephone).</p> <p>For the Date of Adverse Action field, input the effective date of the Reprimand. Click the <OK> button to return to the Special Information window.</p> |
| | <p>In the Special Information window, the Start Date automatically generates. Change the start date to match the effective date of the Reprimand, if required. Insert the end date for the end of the Reprimand timeframe.</p>  <p>Notes:</p> <ul style="list-style-type: none"> If you update the Reprimand through <Special Info> for historical purposes, no RPA is needed and no SF50 is sent to Payroll. <p>If it is a current action and not for historical purposes, you must do an RPA action to alert Payroll.</p> |
| | Click the Save icon and close the window. |

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